



**TENTH JUDICIAL DISTRICT**  
WAKE COUNTY  
PO BOX 351, RALEIGH, NC 27602  
T 919.792.4242

November 16, 2020

From: Hon. Paul Ridgeway, Senior Resident Superior Court Judge  
Hon. Debra Sasser, Chief District Court Judge  
Hon. Lorrin Freeman, District Attorney  
Hon. Blair Williams, Clerk of Superior Court  
Hon. Chris Graves, Chief Magistrate  
Mr. Deonte Thomas, Public Defender  
Ms. Kellie Myers, Trial Court Administrator

### **REDUCTION IN CIVIL COURT OPERATIONS – Effective November 17, 2020**

*The information below applies only to civil court sessions in the Tenth Judicial District. Criminal court sessions and court personnel are located in a different court building and are not impacted by the changes below.*

#### **DISTRICT COURT – CIVIL DIVISION**

Effective Tuesday, November 17, 2020, the following District Court Civil courtrooms in the Wake County Courthouse will be temporarily closed until further notice:

- Domestic Courtrooms (2A, 2B, 2C, and 2D). Family Court will reschedule all matters on these calendars. Family Court staff will operate on a reduced schedule, and all emergency filings should be left on the first floor of the Wake County Courthouse in the designated drop box.
- General Civil Courtroom (9C). The Civil District Case Coordinator will reschedule all trials. New calendar requests will need to be submitted to reschedule all motions. Any motions to stay an eviction in which a writ of possession has been issued should be left on the first floor of the Wake County Courthouse with other emergency motions in the designated drop box.

All other District Court Civil Courtrooms in the Wake County Courthouse will remain open without any reduction in operation at this time: Juvenile Delinquency (4B); Juvenile Abuse/Neglect/Dependency (4C); Civil Domestic Violence (5A); IV-D Child Support (5D); and Involuntary Commitment Hearings (Remote).

#### **MAGISTRATE AND SMALL CLAIMS**

- All Small Claims court proceedings are suspended, and pending matters will be continued by the court and rescheduled.
- Magistrate's Court located at the Wake County Detention Center is open 24/7/365 and operations will continue as normal including the issuance of Arrest and Search Warrants, Initial

Appearances, Bail Transactions, Involuntary Commitment Orders, Juvenile Petitions, Secured and Non-Secured Custody Orders.

- Weddings are performed Monday – Friday 11am-3pm outside in front of the Wake County Detention Center through 11/25/2020. *Effective 11/30/2020*, all weddings will be performed by appointment only at the Wake County Justice Center in Courtroom 901.

## **CLERK OF SUPERIOR COURT – CIVIL DIVISION**

Wake County Courthouse Civil Division in-person services will be temporarily reduced until further notice. The limited number of staff working will be dedicating their efforts to continuing cases, processing urgent drop box filings, and responding to email questions and copy requests. As their attention will be focused on the direct needs of the court during this time, your patience and understanding is appreciated. Staff will respond as promptly as possible, but attorneys and parties are strongly encouraged to not wait until the last minute to file or seek assistance.

- Filings by mail (PO Box 351, Raleigh, NC 27602) are encouraged and will be accepted in addition to what is set out below.
- Civil District, Civil Superior, and Small Claims Filings will be accepted by drop box only. The drop boxes will be located on the first floor of the Wake County Courthouse.
- Emergency filings (e.g., TRO, family court, and motions to stay) will be accepted by appointment only. Appointment requests shall be submitted by email to: [WakeCourtHotline@nccourts.org](mailto:WakeCourtHotline@nccourts.org).
- Domestic Violence filings will be accepted on the 5<sup>th</sup> floor of the Wake County Courthouse only.
- Public File Access requests (copies of files) will be accepted by email only, as follows:
  - CIVIL: [WakeCivilClerk.FileRequest@nccourts.org](mailto:WakeCivilClerk.FileRequest@nccourts.org)
  - CRIMINAL: [WakeCriminalClerk.FileRequest@nccourts.org](mailto:WakeCriminalClerk.FileRequest@nccourts.org)
  - ESTATES: [Wake.Estates.CopyRequest@nccourts.org](mailto:Wake.Estates.CopyRequest@nccourts.org)
  - SPECIAL PROCEEDINGS: [Wake.SP.CopyRequest@nccourts.org](mailto:Wake.SP.CopyRequest@nccourts.org)

## **SUPERIOR COURT – CIVIL DIVISION**

- All court sessions will be conducted remotely, via Webex, through the end of 2020. The Civil Superior Case Coordinator will contact parties and counsel in cases that have requested in-person hearings to set the matter remotely or continue the matter.